NATSAuditions.com
The Automated Scheduling Solution

THE AUDITION SCHEDULER – Website User Manual

Please follow these instructions. If you don't, there will be mistakes. Please take your time and follow these steps in order.

Website Addresses

The audition scheduling website may be accessed by any of the following 3 URL addresses:
www.natsadjudications.com
www.natsauditions.com
www.theauditionscheduler.com

User Account

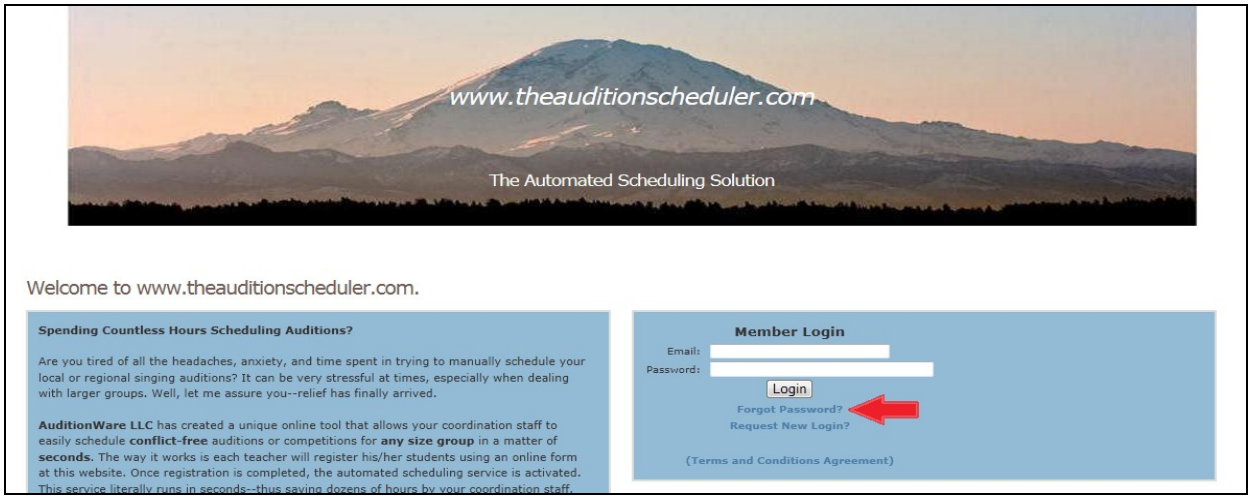
You must have a user account in order to use this website. If you have not received notification that a user account has been created for you, please contact your chapter/district/region chair person for access. Once your user account has been created, you may access the website.

Your user login should be your preferred email address. A 4-digit password will be sent to your email account upon request (see instructions below). You may change your password however often you like.

Logging Into the Website

1) Enter one of the URL addresses listed above into your Internet browser's address window.

2) If you have never logged onto the website before, click on the phrase ,"Forgot Password?" located in the "Member Login" section of the main screen. (If you already know your password, skip to Step 5.) SFBAC NATS members should have received an email already with login information. If not, please follow Step 2.


www.theauditionscheduler.com
The Automated Scheduling Solution
Welcome to www.theauditionscheduler.com.
Spending Countless Hours Scheduling Auditions?
Are you tired of all the headaches, anxiety, and time spent in trying to manually schedule your local or regional singing auditions? It can be very stressful at times, especially when dealing with larger groups. Well, let me assure you--relief has finally arrived.
AuditionWare LLC has created a unique online tool that allows your coordination staff to easily schedule conflict-free auditions or competitions for any size group in a matter of seconds. The way it works is each teacher will register his/her students using an online form at this website. Once registration is completed, the automated scheduling service is activated. This service literally runs in seconds--thus saving dozens of hours by your coordination staff.
Member Login
Email:
Password:
Login
Forgot Password?
Request New Login?
(Terms and Conditions Agreement)

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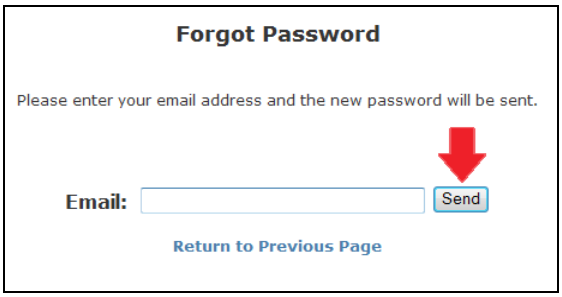
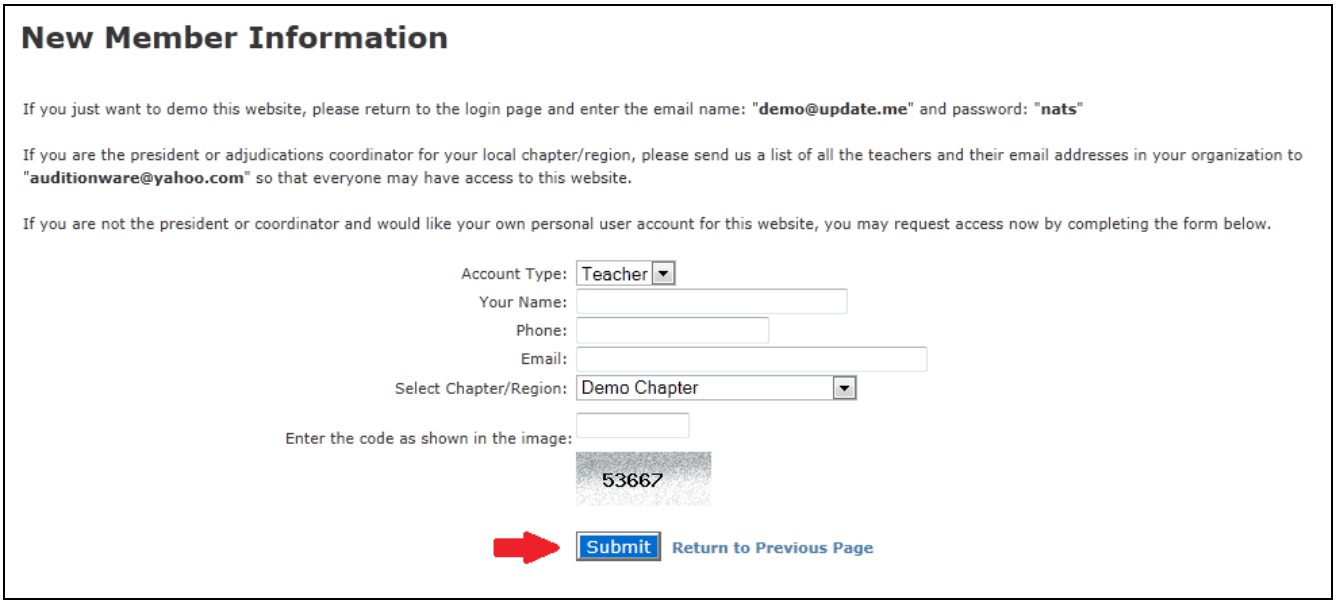
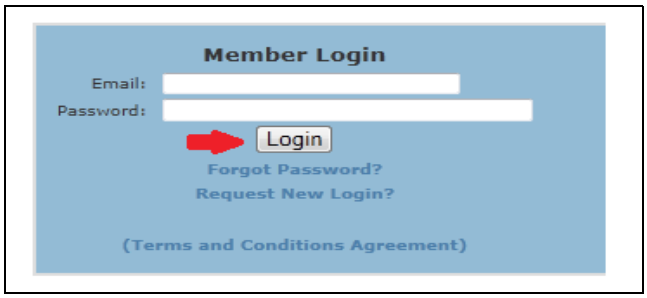
3) On the “Forgot Password” screen, enter the email address you used to create your user account, and click on the “Send” button.



4) If your email address is not recognized on the “Forgot Password” screen, go back to the main screen and click on the “Request New Login?” link. Then, enter all required information on the “New Member Information” screen and click on the “Submit” button. You will receive a response from your chair person or the webmaster as soon as possible.


New Member Information
If you just want to demo this website, please return to the login page and enter the email name: "demo@update.me" and password: "nats"
If you are the president or adjudications coordinator for your local chapter/region, please send us a list of all the teachers and their email addresses in your organization to "auditionware@yahoo.com" so that everyone may have access to this website.
If you are not the president or coordinator and would like your own personal user account for this website, you may request access now by completing the form below.
Account Type: Teacher
Your Name:
Phone:
Email:
Select Chapter/Region: Demo Chapter
Enter the code as shown in the image:
53667
Submit
Return to Previous Page

5) To enter the website, go to the main screen, enter your email address in the “Email” box and your password in the “Password” box and click on the “Login” button.



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Home

6) After logging in, the “Home” screen is displayed. Information relevant to your chapter/district/region is displayed on this screen.

7) Please note that the “Home” screen contains 5 navigation tabs in the header: ***Home, Member Tools, Auditions, Calendar,*** and ***Support***. These tabs are useful to easily navigate around the website (details about using these tabs will be explained hereafter).

FAQs

In the left margin, there is a link to the “FAQs” (frequently asked questions) screen. This is where you will find a list of questions and answers about how to use the website.

Calendar of Events

Also, you may click on the “Calendar of Events” link which directs you to a screen containing information about events posted by your organization.

Change Password

If you need to change your password, click on the “Change Password” link in the upper right corner of the screen, enter your current and new passwords in the appropriate boxes, then click on the “Save” button.

Log Out

When leaving the website, please use the “Logout” link in the upper right corner of the screen. Any information previously saved will be available when you log back into this website.

www.theauditionscheduler.com
The Internet's Best Audition Scheduler
Welcome, Demo User | Change Password | Logout
Chapter/Region: Demo Chapter Date: Dec 23, 2011
Home
Member Tools
Auditions
Calendar
Support
Welcome to the Demo Chapter Website
Welcome to the Demo Chapter web site. This is where you read about upcoming events for your Chapter.
"Home" will bring you back to this page.
The "Member Tools" link will allow you to view and edit your personal Profile and view the Member List, Student List, and Accompanist List. Please verify that all your information is current. When you go to Student List, you will initially be required to answer two questions: if you agree to be available to judge both days of the competition; and if you have attended at least one workshop in the past year. After answering appropriately you may enter your student's information. However, if you have not paid your chapter fees, you will not be allowed to enter your students in this competition.
The "Auditions" link will display the Auditions Schedule for your Chapter and allow you to access your forms and view the current Adjudication Requirements.
The "Calendar" link will show you what upcoming events are scheduled for your Chapter.
The "Support" link will allow you to send a message to your technical support representative when you need assistance with using this website.
If you have a non-technical question or if you have any comments about this website, use the "Contact Us" link.
Thank You,
The NATS Adjudications Website Team
For answers to frequently asked questions, click the "FAQs" link below
FAQs
Calendar of Events
December 2011
S M T W T F S
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7
<< -=- >>
| Terms and Conditions Agreement |
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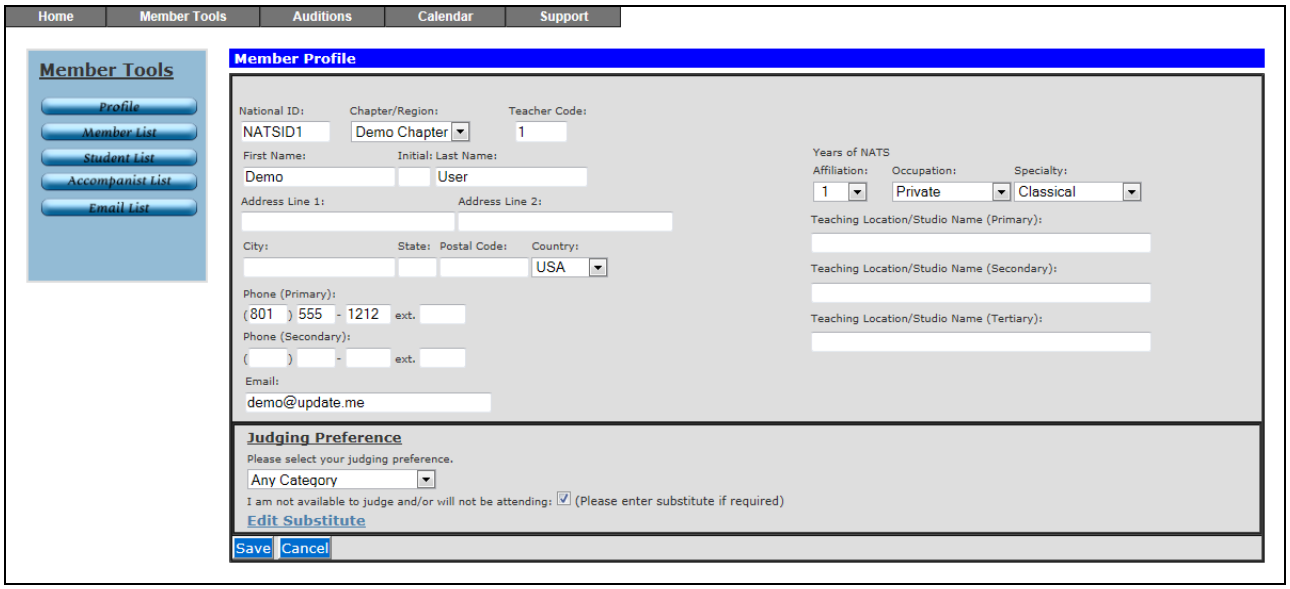
Member Tools

8) By moving your mouse pointer over the “Member Tools” tab, the following 4 sub-menus are displayed: ***My Profile, Register Students, Member List,*** and ***Accompanist List***.

My Profile

9) Click on the “My Profile” sub-menu link under the “Member Tools” tab. The “Member Profile” screen is displayed. Please note that your name and email address are required to keep your user account active. You may enter as much or as little information as you desire. Your judging preference and availability may also be selected (if used by your organization). You must click on the “Save” button at the bottom of this screen when adding or updating any information.



10) The Teacher Code on the “Member Profile” screen is a unique number assigned to each teacher that is used on the student's judging form to identify which teacher a student belongs to. This is used only when the student's name appears on the form rather than an assigned number. If numbers are used to identify students on a judging form, then the Teacher Code is not used. (These teacher codes are assigned by the administrator of your organization.)

Register Students

11) Click on the “Register Students” sub-menu link under the “Member Tools” tab. The “Student List” screen is displayed. This is a list of all your registered students and their assigned categories/divisions and accompanists.

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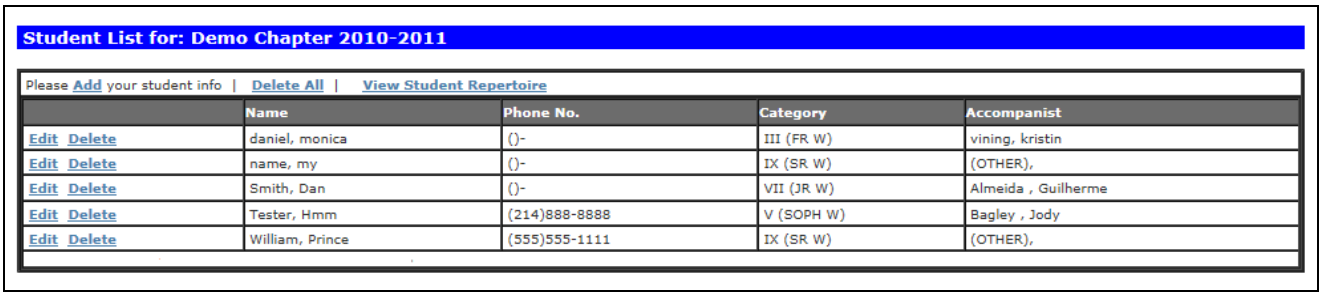


Student List for: Demo Chapter 2010-2011

Please Add your student info | Delete All | View Student Repertoire

	Name	Phone No.	Category	Accompanist
Edit Delete	daniel, monica	()-	III (FR W)	vining, kristin
Edit Delete	name, my	()-	IX (SR W)	(OTHER),
Edit Delete	Smith, Dan	()-	VII (JR W)	Almeida , Guilherme
Edit Delete	Tester, Hmm	(214)888-8888	V (SOPH W)	Bagley , Jody
Edit Delete	William, Prince	(555)555-1111	IX (SR W)	(OTHER),

To add a new student, click on the “Add” link.

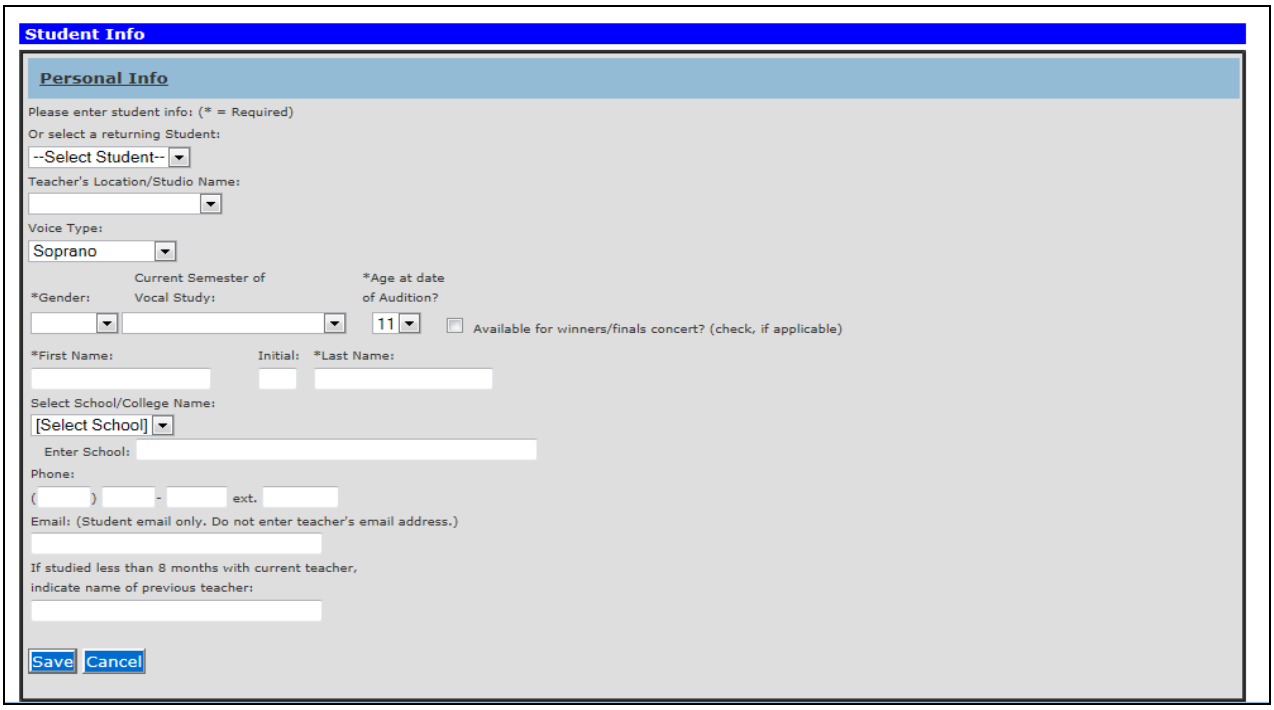
To edit any information for a student in your list, click on the “Edit” link next to that student.

To delete a student from your list, click on the “Delete” link next to that student.

To delete all of your students, click on the “Delete All” link.

To view a list of your students' repertoire selections, click on the “View Student Repertoire” link.

12) By clicking on the “Add” link on the “Student List” screen, the “Student Info” screen is displayed. When adding a new student, the required information are the student's first and last names, their gender, and age. It may be necessary to enter additional information if used by your organization.



Student Info

Personal Info

Please enter student info: (* = Required)

Or select a returning Student:

--Select Student--

Teacher's Location/Studio Name:

Voice Type:

Soprano

*Gender: | Current Semester of Vocal Study: | *Age at date of Audition?

11

Available for winners/finals concert? (check, if applicable)

*First Name: | Initial: | *Last Name:

Select School/College Name:

[Select School]

Enter School:

Phone:

( ) - ext.

Email: (Student email only. Do not enter teacher's email address.)

If studied less than 8 months with current teacher, indicate name of previous teacher:

Save Cancel

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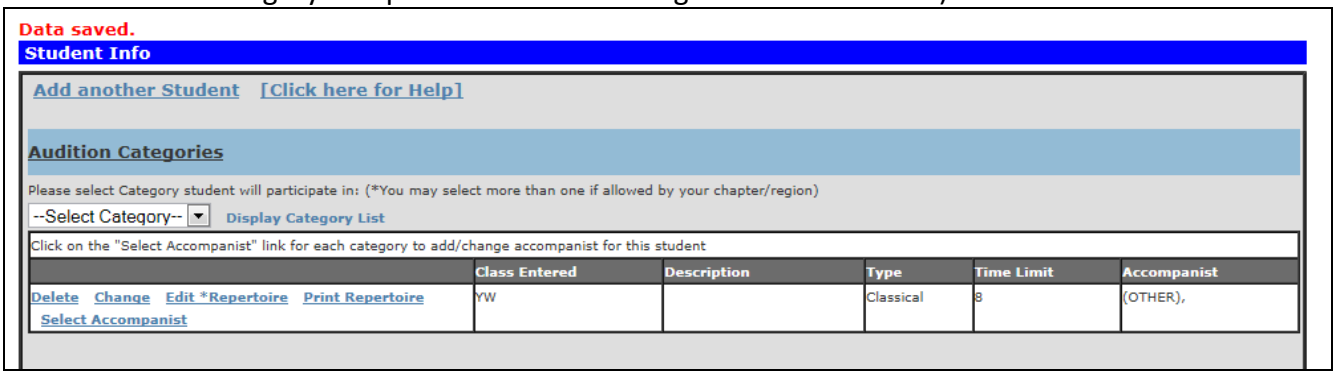
You must click on the “Save” button at the bottom of this screen before you can proceed with selecting a category/division and accompanist for your student.

13) After clicking on the “Save” button on the “Student Info” screen, the “Audition Categories” section is displayed at the top of the screen. By selecting a category from the “Category” drop-down list, the selected category is automatically assigned to the student. (**If multiple category entries are allowed by your organization, you may add another category by clicking on the “Category” drop-down list and making another selection.)



~~To select an accompanist, click on the “Select Accompanist” link (detailed instructions to follow).~~

To delete an assigned category, click on the “Delete” link next to that category.

To change an assigned category, click on the “Change” link next to that category.

To edit the repertoire for a category, click on the “Edit Repertoire” link.

To print the repertoire judging form for a category, click on the “Print Repertoire” link.

To add another student, click on the “Add another student” link at the top of the screen.

To view the complete list of categories with their descriptions, click on the “Display Category List” link next to the Category drop-down list box.

~~14) By clicking on the “Select Accompanist” link, the “Accompanist Info” screen is displayed. Choose your student's accompanist from the drop-down list. If your student's accompanist is not listed, then click on the “[click here]” link to add a new accompanist. Once added, this new accompanist will show up in the accompanist drop-down list.~~

SFBAC NATS will assign qualified accompanists to each singer.

You will be directed to PayPal upon completion of your registration. The system will give you the total owed for your and your students’ registrations, and you may pay in one lump sum. You can collect from your students via PayPal if you have it, or via a debit card to debit card transfer now offered by Square. Please contact Justin Montigne if you have questions about either of these methods. jsmontigne@mac.com

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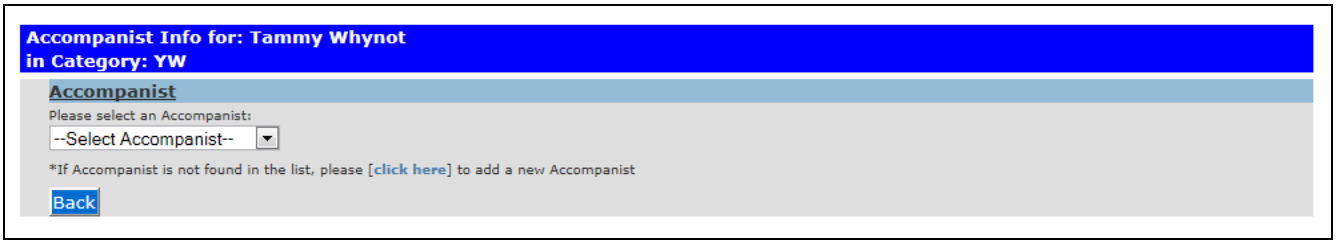

Accompanist Info for: Tammy Whynot
in Category: YW
Accompanist
Please select an Accompanist:
--Select Accompanist--
*If Accompanist is not found in the list, please [click here] to add a new Accompanist
Back

Member List

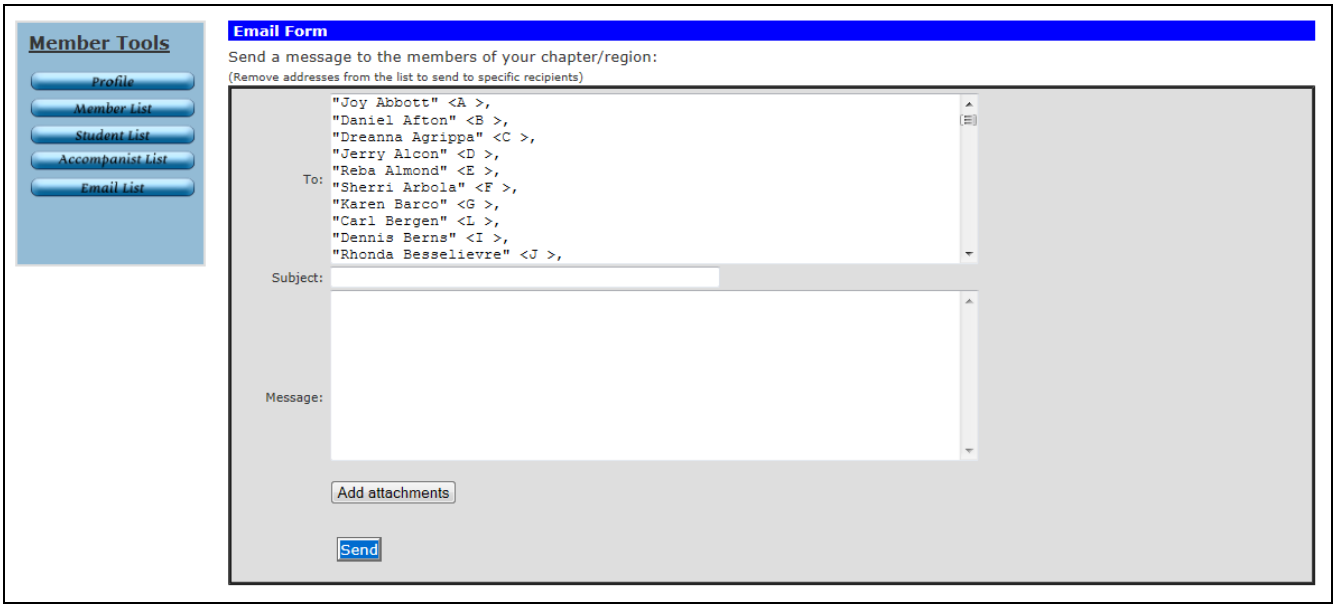
15) Click on the "Member List" sub-menu link under the "Member Tools" tab. The "Member List" screen is displayed. This is a list of all the active teachers in your organization and their contact information.

Accompanist List

16) Click on the "Accompanist List" sub-menu link under the "Member Tools" tab. The "Accompanist List" screen is displayed. This is a list of all the active accompanists in your organization and their contact information.

Email List

From any of the "Member Tools" screens, you may click on the "Email List" button in the left margin to send an email to any or all of the teachers in your organization. Simply delete the email addresses in the "Recipient" box that you don't want to send your message to. Add a "Subject" description and type your message in the "Message" box. If you wish to attach any files, click on the "Add attachments" button and "Browse" for the files from your computer that you wish to send (one at a time). When finished, click on the "Send" button.



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Auditions

17) By moving your mouse pointer over the "Auditions" tab, the following 5 sub-menus are displayed: ***Schedule, Winners, Handbook/Rules, Forms,*** and ***Miscellaneous Info.***

18) The Schedule screen displays your Students/Accompanists and judging assignment schedule. You will see the rooms, categories, and times each student and accompanist is assigned for in each round of your event, including the judging assignments for each room. You will be able to print these lists as well.

    Schedule information will appear shortly after registration closes on January 19, 2014

19) The Winners screen displays the list of students who won in their respective categories. (The audition coordinator will need to add the winners names to this list after the event is concluded.

20) The Handbook/Rules screen, the Forms screen, and the Miscellaneous Info screen displays a list of any documents your coordinator has uploaded for you to access or review that pertain to those areas of interest.

[If you have any feedback that would help make these instructions clearer for future members, please send your comments to Brad Mills at: auditionware@yahoo.com]

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